

DISCLOSURE DIVISION

- ☒ WAIVER REQUEST
☐ ANSWER
☐ RECONSIDERATION REQUEST
☐ UNTIMELY

DATE: 1/29/2021

DOCKET #: 2021-005

Ashley Wimberley, Director
Disclosure Division

FILER INFORMATION

Name: Winifred Brooks
Address: 132 Sarah Dr. , Plattenville, LA 70393
Alt. Address: P. O. Box 353, Belle Rose, LA 70341
Office/Position: Employ Baton Rouge
Dates of Service: 2017-2020
Number of Disclosures and/or Amendments Filed with Agency: 6

REPORT INFORMATION

Name of Report: Tier 2.1 Annual Personal Financial Disclosure covering calendar year 2017 - Amendment
Report ID: PFD18006837
Original Due Date: 5/15/2018
Initial PFD Filed on: 5/14/2018
NOD-amend Received: 8/12/2019 - Signed By: Winifred Brooks
Amendment/Answer Due Date based on NOD:8/21/2019
Amendment/Answer Filed: 9/4/2019

LATE FEE INFORMATION

Amount of Late Fee: \$700
Days late from receipt of NOD: 14
Total days late from initial due date: 477
Late Fee Order Received: 1/13/2021
Payment/Waiver Request Due Date: 2/2/2021
Waiver Request Received: 1/21/2021

COMMENTS: Winifred Brooks is requesting a Waiver for failing to amend her 2017 and 2018 PFD's timely. Ms. Brooks stated on 3/26/2018 she was promoted as the Baton Rouge Region Director within the Department of Children and Family Services, Economic Stability Division. Her responsibilities are overseeing the operations of the department at a regional level 5 programs: SNAP, FITAP, KCSP, DSNAP, LaCAP, which provide benefits to needy citizens in the form of financial benefits and/or supportive services. Along with that promotion came the responsibility to serve as a department representative on LWDB. On 4/9/2018 former DCFS Board Representative, Monica Brown informed Ms. Brooks of her future duties as the new area director. Ms. Brooks stated that although she did not elect to serve on the board, she takes pride in her job, as she has been employed with the State for 31 years. When she received the LFO, she contacted the BOE to get a better understanding of what happened; She learned that several letters were sent to her PO BOX and home address, but were all returned as Unclaimed. She cannot explain how that happened as she has lived alone at that resident for over 20 years and has had that PO BOX for over 40 years. She does not recall any of the delivery attempts. Ms. Brooks stated she, nor any of her family members, have an invested interest in any organizations. She has been employed with the DCFS for 31 years and understands the importance of completing tasks timely, as everything she does is also time sensitive and date driven. Ms. Brooks is asking that the fees be waived because she was not notified that she was late. She stated having to pay \$1,400 in late fees, along with her medical bills, the IRS Taxes she owes, her mortgage, her car payment, utility and other household and personal expenses would "be a definite hardship".

OTHER LATE FEE INFORMATION	
Disclosure Statements:	
	• Other Outstanding Statements: No
	• Other Outstanding Late Fees: Yes. 2018 Amend
\$700	
	• Prior Late Fees: No
	• Reassessed Late Fees: No
Campaign Finance:	
	• Outstanding Late Fees: No
	• Prior Late Fees: No

DISCLOSURE DIVISION

☒ **WAIVER REQUEST**
☐ **ANSWER**
☐ **RECONSIDERATION REQUEST**
☐ **UNTIMELY**

DATE: 1/29/2021

DOCKET #:

Ashley Wimberley, Director
Disclosure Division

FILER INFORMATION

Name: Winifred Brooks
Address: 132 Sarah Dr. , Plattenville, LA 70393
Alt. Address: P. O. Box 353, Belle Rose, LA 70341
Office/Position: Workforce Development Area #21
Dates of Service: 2017-2020
Number of Disclosures and/or Amendments Filed with Agency: 6

REPORT INFORMATION

Name of Report: Tier 2.1 Annual Personal Financial Disclosure covering calendar year 2018 - Amendment
Report ID: PFD19006156
Original Due Date: 5/15/2019
Initial PFD Filed on: 5/15/2019
NOD-amend Received: 8/12/2019 - Signed by: Winifred Brooks
Amendment/Answer Due Date based on NOD: 8/21/2019
Amendment/Answer Filed: 9/4/2019

LATE FEE INFORMATION

Amount of Late Fee: \$700
Days late from receipt of NOD: 14
Total days late from initial due date: 112
Late Fee Order Received: 1/13/2021
Payment/Waiver Request Due Date: 2/2/2021
Waiver Request Received: 1/21/2021

COMMENTS: Winifred Brooks is requesting a Waiver for failing to amend her 2017 and 2018 PFD's timely. Ms. Brooks stated on 3/26/2018 she was promoted as the Baton Rouge Region Director within the Department of Children and Family Services, Economic Stability Division. Her responsibilities are overseeing the operations of the department at a regional level 5 programs: SNAP, FITAP, KCSP, DSNAP, LaCAP, which provide benefits to needy citizens in the form of financial benefits and/or supportive services. Along with that promotion came the responsibility to serve as a department representative on LWDB. On 4/9/2018 former DCFS Board Representative, Monica Brown informed Ms. Brooks of her future duties as the new area director. Ms. Brooks stated that although she did not elect to serve on the board, she takes pride in her job, as she has been employed with the State for 31 years. When she received the LFO, she contacted the BOE to get a better understanding of what happened; She learned that several letters were sent to her PO BOX and home address, but were all returned as Unclaimed. She cannot explain how that happened as she has lived alone at that resident for over 20 years and has had that PO BOX for over 40 years. She does not recall any of the delivery attempts. Ms. Brooks stated she, nor any of her family members, have an invested interest in any organizations. She has been employed with the DCFS for 31 years and understands the importance of completing tasks timely, as everything she does is also time sensitive and date driven. Ms. Brooks is asking that the fees be waived because she was not notified that she was late. She stated having to pay \$1,400 in late fees, along with her medical bills, the IRS Taxes she owes, her mortgage, her car payment, utility and other household and personal expenses would "be a definite hardship".

OTHER LATE FEE INFORMATION

Disclosure Statements:

- Other Outstanding Statements: No
- Other Outstanding Late Fees: Yes. 2017 Amend

\$700

- Prior Late Fees: No
- Reassessed Late Fees: No

Campaign Finance:

- Outstanding Late Fees: No
- Prior Late Fees: No

January 20, 2021

State of Louisiana
Department of Civil Service
P O Box 4368
Baton Rouge, LA 70821

RE: Tier 2.1 Annual Personal Financial Disclosure Statement for 2018- Amendment
Workforce Development Area #21
Late Fee Assessment- Report PFD19006156

Re: Tier 2.1 Annual Personal Financial Disclosure Statement for 2017- Amendment
Employ Baton Rouge
Late Fee Assessment- Report PFD18006837

Dear Ashley Wimberley:

I am in receipt of the above references notices that was served to me at 132 Sarah Dr.
Platteville, Louisiana, LA 70393 by the Assumption Parish Sheriff's Office.

I would like to address the Board of Ethics via this correspondence with a waiver
request.

First, I would like to explain how I became a member of Local Workforce Development
Board (LWDB) Baton Rouge. On March 26, 2018 I was promoted as the Baton Rouge
Region Area Director within the Department of Children and Family Services, Economic
Stability Division. The basic responsibilities are governing and overseeing the
operations and programmatic functions of the department at a Regional level. Benefits
are provided to needy citizens in the form of financial and supportive benefits for five
different programs, each having separate and complex Federal regulations and State
policies. The programs are Supplemental Nutrition Assistance Program (SNAP), Family
Independence Temporary Assistance Program (FITAP), Kinship Care Subsidy Program
(KCSP), Disaster Supplemental Nutrition Assistance Program (DSNAP), and Louisiana

ETHICS BOARD REC'D
JAN 21 '21 PM3:51

Combined Application Project (LaCAP). Along with that promotion came the responsibility and requirement to serve as a department representative on LWDB. On April 9, 2018 Monica Brown former DCFS board representative informed LWDB that she would no longer serve on the board, as she was promoted and I will be filling her position and it would now become the duties of the new area director, as verified by the attached email. Although I did not elect to serve on this board, I take pride in my job and have been with the Department of Children and Family Services (DCFS) for 31 years and perform functions and requirements with integrity.

According to the ORDER, it states that on August 12, 2019 I received a notice of delinquency requiring that an amendment be filed by August 21, 2019. The amended Tier was filed on September 4, 2019 being 14 days late. Attempting to get a clear understanding of what happened, I contact your office and spoke with Donna Bourgeois. She informed me that several letter were sent to my address via PO Box and was returned as unclaimed mail. I cannot explain how that happened as I live alone and have had that mail box and address for over 40 years. I have been at my residential address for over 20 years and have never had a mail receptor. I had no knowledge of the numerous attempts.

This is not an attempt to make light of this situation. I nor any family members have any invested interest in any organizations. I have been employed with the State of Louisianan (DCFS) for 31 years and understand the importance of completing tasks timely as everything we do is time sensitive and date driven. I don't know what happened or what may have caused this issue. It is almost 2 years since this described infraction happened and yet this is the first time I am being informed about it via court order. I was not notified that I was late or being charged late fees. I am asking that the fees be waived due to none notification or lack of. Having to pay \$1,400.00 in late fees, along with medical bills, owed IRS Taxes, mortgage, car note, utility and shelter cost and other personal expenses will be a definite hardship.

Your consideration is greatly appreciated

Sincerely,



Winifred Brooks

Department of Children and Family Services
Area Director- ES Division- Baton Rouge Region
1919 N. Blvd
Baton Rouge, La. 70806
Phone: 225-219-1516 | Cell 225 264 3778
Email: Winifred.brooks.DCFS@La.Gov

ETHICS BOARD REC'D
JAN 21 '21 PM3:33

Ashley Wimberley

From: Winifred Brooks
Sent: Wednesday, January 20, 2021 9:45 AM
To: Winifred Brooks
Subject: Fw: WDB 21 Nomination
Attachments: Nomination Form.pdf

From: Monica Brown
Sent: Monday, April 9, 2018 1:53 PM
To: Winifred Brooks
Subject: FW: WDB 21 Nomination

Fill out page 1 of this and send to me, thanks.

From: Dana Campbell [mailto:DCampbell@brla.gov]
Sent: Monday, April 9, 2018 12:49 PM
To: Monica Brown <Monica.Brown.DCFS@LA.GOV>
Subject: WDB 21 Nomination

Monica,

I have attached the nomination form to be completed for Winifred Brooks at your earliest convenience.

Thanks,



From: Monica Brown [mailto:Monica.Brown.DCFS@LA.GOV]
Sent: Monday, April 09, 2018 10:31 AM
To: Dana Campbell
Subject: RE: Workforce Development Board Meeting

I resign from my position on the board. Please advise if I need a send a formal letter and where it needs to go

From: Dana Campbell [<mailto:DCampbell@brla.gov>]
Sent: Monday, April 9, 2018 10:29 AM
To: Monica Brown <Monica.Brown.DCFS@LA.GOV>
Subject: RE: Workforce Development Board Meeting

Congrats on your promotion!!

Yes, you will need to formally resign. Once you do that then I will need to send Ms. Winifred the nomination packet and go through the process.



From: Monica Brown [<mailto:Monica.Brown.DCFS@LA.GOV>]
Sent: Monday, April 09, 2018 10:27 AM
To: Dana Campbell
Subject: RE: Workforce Development Board Meeting

I've been promoted to Regional Administrator over Lake Charles, Lafayette, and Baton Rouge. Do I need to formally resign in order for Winifred to take my spot on the board?

From: Dana Campbell [<mailto:DCampbell@brla.gov>]
Sent: Monday, April 9, 2018 10:24 AM
To: Monica Brown <Monica.Brown.DCFS@LA.GOV>
Subject: RE: Workforce Development Board Meeting

Good Morning Ms. Brown,

Are you resigning?



From: Monica Brown [<mailto:Monica.Brown.DCFS@LA.GOV>]
Sent: Monday, April 09, 2018 10:09 AM
To: Dana Campbell
Cc: Winifred Brooks; Kayla Ausbon
Subject: RE: Workforce Development Board Meeting

Winifred Brooks is now Area Director of the Baton Rouge Region. She'll be attending the meetings from now on.

-----Original Appointment-----

From: Dana Campbell [<mailto:DCampbell@brla.gov>]
Sent: Thursday, March 29, 2018 11:08 AM
To: Dana Campbell; jennifer.aldridge@cox.com; Terry Bell; Joshua.callegan@jacobs.com; Kenneth Champagne; scouper@palagroup.com; blaineg@campusfederal.org; robin.a.heath@exxonmobil.com; Open Eyes Official Email Acct; Anne.Segura@brgeneral.org; Devin Zito; Monica Brown; andrew@brac.org; Dawn Hall; Irby Hornsby; Kenny Lynch; melancong@mybrcc.edu; Andrea Morrison; Louis Reine; Heather Stefan; UA198Edu@bellsouth.net; james.windom@caparc.org; Quanda Charles; Carol Miller; Cynthia Douglas; Maydel Schexnayder; Juanita Coleman
Subject: Workforce Development Board Meeting
When: Thursday, April 19, 2018 10:00 AM-12:30 PM (UTC-06:00) Central Time (US & Canada).
Where: ATC@BRCC Ardendale Site 2115 N Lobdell Baton Rouge, LA 70806

REMINDER

Good Morning:

The Workforce Development Board 21 Meeting is scheduled for **Thursday, April 19, 2018 @ 10:00 AM; Automotive Training Center @ BRCC Ardendale Site; 2115 N Lobdell, Baton Rouge, LA 70806.**

The agenda will be forwarded to you prior to the meeting.

LOCAL WORKFORCE DEVELOPMENT BOARD
(Nomination Form)

Please mark the box beside the category representing the employment or organizational sector of the individual you wish to nominate for the Local Workforce Development Board (LWDB).

<input type="checkbox"/> Business	<input type="checkbox"/> Community-Based Organization Addressing Employment Needs	<input type="checkbox"/> Higher Education
<input type="checkbox"/> Labor Organizations	<input type="checkbox"/> Community-Based Organization Addressing Youth Employment Needs	<input type="checkbox"/> Educational Agencies or Community-Based Organizations
<input type="checkbox"/> Apprenticeship Program	<input type="checkbox"/> Adult Education and Literacy	<input type="checkbox"/> Economic and/or Community Development
<input type="checkbox"/> Employment services	<input checked="" type="checkbox"/> Department of Children and Family Services	
<input type="checkbox"/> Vocational Rehabilitation		

Please complete all informational fields.

Nominee's Information:

Name: Winifred Brooks

Job Title: Area Director for Baton Rouge

Company/Agency: DCFS

Business Address:

Business Phone: 225 214 1516; 225 687-8655

Standard Industrial Classification (SIC):

Email Address: Winifred.Brooks.DCFS@LA.GOV

Describe Basic Job Responsibilities: Responsible for all ES offices in Baton Rouge Region

Professional/Civic Organizational Affiliations. _____

List Relevant Experiences: (**Complete this field ONLY for nominations in the two categories of *Community Based Organizations Addressing Employment Needs and Community Needs* and *Community Based Organizations Addressing Youth Employment Needs*.)

Nominator's Information:

Name: Monica Brown, RA

Nominating on Behalf of: DEFS

Mailing Address: 1919 North Blvd. Baton Rouge, LA 70806

Business Phone: 225 333 7648

Standard Industrial Classification (SIC): _____

Email Address: Monica.Brown.DEFS@LA.GOV

Signature: Monica Brown

Chief Elected Official

For Use by Chief Elected Official

Appointed By: _____

Parish: _____

Date: _____

Signature of Chief Elected Official